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Personnel

IDENTIFICATION TAGS

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This instruction outlines when and how identification (ID) tags are issued to Air Force members and when they are to be worn (or in the member's possession). It applies to all active duty Air Force and Air Reserve Component (ARC) personnel to include Individual Mobilization Augmentees (IMA) of the Air Force Reserve. It specifies commander, Military Personnel Flight (MPF), Unit Deployment Manager (UDM), and member's responsibilities for ensuring tags are prepared, issued, and worn (or in the member's possession). It carries out Air Force Policy Directive (AFPD) 36-31, *Personal Affairs*. Process supplements affecting any military personnel functions as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*, with HQ AFPC/DPWRC, 550 C Street West Suite 15, Randolph AFB, TX 78150-4717.

SUMMARY OF REVISIONS

This revision outlines Unit Commander, MPF Commander, and UDM responsibilities to comply with the Identification Tag Program. It expands guidance on issuance of ID tags and provides clear guidance on wear of ID tags.

1. Responsibilities:

1.1. Unit Commander will:

- 1.1.1. Ensure one set of ID tags are issued to each member.
- 1.1.2. Ensure each member understands when and how ID tags are worn.
- 1.1.3. Inspect the accuracy of ID tags annually to ensure information contained on them is accurate and complete.

1.2. MPF Commander will:

1.2.1. Ensure procedures are in place for preparation and issuance of ID tags as required by this instruction.

1.2.2. Ensure procedures are established to dispose of improperly prepared or surrendered ID tags in the most economical method locally available according to AFI 37-132, *Air Force Privacy Act Program*.

1.3. Unit Deployment Manager:

1.3.1. May retain ID tags for members assigned to deployment positions as required by local policy.

1.3.2. Can keep ID tags in a central location within the assigned unit when not in use by member.

1.3.3. Ensures procedures are in place to check out ID tags when needed by member.

1.4. Member will:

1.4.1. Wear or have ID tags in possession while performing duty as an aircrew member.

1.4.2. Wear ID tags while engaging in actual or simulated combat.

1.4.2.1. Actual combat is defined as any duty in a declared war, hostile fire or imminent danger zones, a peacekeeping or humanitarian operation, or a contingency operation to include rotational Temporary Duty (TDY) operations.

1.4.2.2. Simulated combat is defined as duty to support any local, major command, or Joint exercises.

2. Issuance of ID Tags:

2.1. Issue ID tags:

2.1.1. Upon entrance into active duty or Air Reserve Component.

2.1.2. When information contained on ID tag is invalid or ID tags are missing.

2.2. ID tags machine must be equipped to emboss 18 characters on each line, 5 lines on each tag.

2.3. An ID tag set is defined as two tags, one long-length neck chain, and one short-length neck chain.

2.4. ID tags and chains can be ordered through Base Supply using the following National Stock Numbers (NSN):

2.4.1. ID tag - NSN 8465-00-242-4804. 100 tags per box.

2.4.2. Chain necklace - NSN 8465-00-261-6629. 100 sets per box. Each set contains one long and one short neck chain.

2.5. ID tag preparation:

2.5.1. First line - Name (last name, first name, and middle initial). If entire name does not fit on first line, emboss the last name only on the first line. The first name and middle initial will then fall on the second line, and the information prescribed for each of the remaining lines will advance to the succeeding line.

2.5.2. Second line - Social Security Number (SSN) beginning with the first space. **EXAMPLE:** 123-45-6789. Leave two blank spaces and put the letters AF.

2.5.3. Third line - Blood type. Abbreviate Rhesus (RH) factor (either POS for positive or NEG for negative).

2.5.4. Fourth line - Leave blank unless lines two and three carry over.

2.5.5. Fifth line - Designation of religious preference. Show religion or sect designated. If possible, spell out the preference. If member does not wish to designate a preference or make a statement, emboss NO RELIGIOUS PREF.

3. Reissuing Limitations:

3.1. Reissue ID tags only to replace lost tags or to correct changed or erroneous data.

3.2. Do not reissue ID tags to correct administrative errors. Examples are:

3.2.1. Name is correct but does not contain punctuation.

3.2.2. SSN is correct but does not contain hyphens.

3.2.3. Religious preference is embossed on the fourth line versus the fifth line.

4. Wear of ID Tags:

4.1. Wear ID tags around the neck unless such wear creates a valid safety problem. **EXAMPLE:** Precluding injuries to aircrew members during ejection or bailout.

4.1.1. When around the neck, tags will be worn underneath the appropriate garment. **EXAMPLE:** Shirt or blouse.

4.1.2. One tag will be placed on the longer length necklace and one tag on the shorter necklace. The shorter length necklace with tag will be suspended from the longer length necklace with tag.

4.1.3. ID tags may be carried in the pocket when safety factors preclude wear around the neck.

4.1.4. ID tags will not be worn or on the person when working on electrical equipment or systems.

4.1.5. Items such as bottle openers, knives, and so on, will not be worn on the ID tag chain. **EXCEPTION:** Medical alert tags issued by competent medical authority may be worn.

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